



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



SENIOR CAPITAL PROJECTS COORDINATOR

\$69,629.66 - \$112,460.15 ANNUALLY

DESCRIPTION OF DUTIES: This is a highly responsible supervisory, professional and administrative position involving the management of construction projects for the City. This position is responsible for managing and overseeing the work of architectural and engineering consultants and contractors engaged in the design and construction of City buildings and infrastructure projects, including upgrades to the City's water, sanitary sewer and stormwater systems; roadway reconstruction and seawall and bridge repairs. Supervision is also provided to Capital Projects Coordinators and Construction Managers within a regional area within the City. Responsibilities include the management of several projects simultaneously in various phases of development including planning, coordinating with neighborhood/community groups, consultant selection, project and design management, review and coordination of contracts, and overseeing the preparation of construction documents, permitting and coordination of all proposed/required improvements, inspection and warranty administration by the City's Consultants and Contractors. The applicant must be able to exercise considerable independent judgment in the application of principles and practices of project planning, design and construction. General supervision is received from a professional and administrative superior who reviews work through personal conferences and reports for satisfactory attainment of goals and objectives periodically during the project's development. The position involves the production of reports and commission memoranda as well as the management of project budgets, including review and approval of invoices, applications for payments, requests for change orders, schedules and funding.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree in architecture, engineering, building construction, or closely related field. Five (5) years full-time verifiable experience in the design, and/or construction, and/or management of commercial and/or municipal construction projects. Must have considerable experience in the management of projects and personnel. Experience can substitute for education on a year-for-year basis.

DESIRES: Licensed as a Professional Engineer, Registered Architect or General Contractor. Additional training and/or certification in the Engineering and/or Construction fields. Seven (7) years experience in engineering, architecture, or construction management field.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
jobs@miamibeachfl.gov

ATTENTION: SCPC-ANN

CLASS NO: **3014**
UC NO: **0552UO**

EOE/AA/ADA/VET PEF PER FL LAW